



ACCEPTING APPLICATIONS FOR LOCAL STUDENT INTERN PROGRAM

U.S. Mission - Dhahran, Saudi Arabia

UNPAID LOCAL INTERNSHIP OPPORTUNITY AS HUMAN RESOURCE CLERK - DHAHRAN

The United States Consulate in Dhahran is seeking applications for a Human Resource Clerk intern from current university students meeting the following criteria and requirements, to support the Human Resources Section. This is an unpaid internship for a minimum duration of 4 weeks.

Open to: Current (Saudi Citizen) University Students in Saudi Arabia

Selection Criteria: Candidates must be:

- Saudi national (and not a dual nationality U.S. Citizen)
- Applicant must be at least 18 years of age at the time of appointment;
- Enrolled full-time student in a university, trade school, technical or vocational institute, college or comparable recognized educational institute
- Legally residing in Saudi Arabia

Additional Requirements: Candidates must have:

- An Internship Agreement form from their University
- Applicant must be able to pass the medical clearance and a U.S. non-sensitive security clearance
- Applicant must have a medical insurance or should have a local government healthcare eligibility.
- Must pass the language and computer skills tests

Application closing date: September 13, 2015 for an internship starting October 2015

Duration: Minimum four (4) weeks

Schedule: Weekly work schedules are flexible, but a minimum of 40 hours a week is required. Schedule of actual working hours will be determined by the supervisor and mutually agreed between the selected intern and the supervisor.

Basic duties of the position:

1. Filing Documents.
2. Answering routine questions.
3. Scanning Documents.
4. Other duties as assigned by HR Specialist.

Qualifications Required:

- ✚ Education: Completion of Secondary School.
- ✚ Language: Level III in both English & Arabic.
- ✚ Skills: Good Microsoft Office Skills.
- ✚ Abilities: Basic Customer Service.



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To Apply:

Interested applicants for this position must submit the following prior to the closing date of the Vacancy Announcement and incomplete applications will not be considered:

1. Completed Application Form (*Please specify the semester and the section you wish to apply for*).
2. Statement of Interest outlining objectives/motivations seeking an internship.
3. An Internship Agreement form from their University
4. One letter of recommendation from the educational institute supporting participation in the internship program;
5. A copy of the official transcript of academic standing from institution
6. Duly signed Gratuitous Service Agreement Form
7. Copy of Saudi ID
8. Recent medical certification issued by a reputable healthcare institution stating that the student is healthy and free of any communicable disease, and has vaccination record
9. Copy of insurance card or Hospital medical file card for those availing healthcare services in government owned healthcare facilities

SUBMIT ALL DOCUMENTS AS A SINGLE DOCUMENT (ONE PACKAGE) IN PDF FORMAT

BY EMAIL TO: Riyadhlocalintern@state.gov